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Executive

28 July 1949

Acting Management Officer

NIS Publications.

1. Project.

A. In an effort to effect a monetary saving and to reduce time consumption in the publication of the National Intelligence Surveys, a study was conducted by this office in the South Building sub-installation of the Government Printing Office.

B. It is estimated by the Chief, Map Branch, GPO, that 1,157 maps will be included in the NIS series. Each map will be printed in 1,100 copies for a total map production of approximately 1,272,700. Of this total, it is estimated by the Chief, GPO sub-installation that 10 per cent or 127,270 will conform to predetermined NIS page size without further handling. The balance, or 1,155,430, will be die-cut, hand-folded, punched and inserted according to present procedure.

2. Findings.

A. The present procedure for cutting and binding maps for the NIS series consists of the following steps: (based on 1,100 copies of a single map)

<u>Operation</u>	<u>Time</u>
Die Cutting	$\frac{1}{2}$ hr.
Hand-folding	20 hrs.
Punching	$\frac{1}{2}$ hr.
Inserting	2 hrs.
Assembling	1 hr.
Total	24 hrs.

B. Based on this time rate, it will take 27,768 maps to follow the present procedure in the cutting and binding of the 1,272,700 maps in the NIS series.

C. The cost of this operation is based on operational rates of \$4.00 per hour as a customer cost. This rate has been developed by the sub-installation of GPO and includes labor, materials, machine overhaul, depreciation of equipment, maintenance, repair, sick and annual leave, supervision, guard force, etc.

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D. Using the present procedure, the cost of cutting and binding maps of the NIS series will be \$111,072.00.

3. Recommendations.

A. That the present procedure of die cutting and hand-folding of the NIS maps be discontinued and a pocket be attached to the inside of the back cover of each publication.

B. Maps that are attached to the present left-hand binding when unfolded are extremely cumbersome to use and if all the maps are unfolded in each volume, cover not only themselves but the text as well. Users of this type of intelligence material will in all probability remove maps that are stapled into the binding for ease of accessibility and for direct use in conjunction with the text and other materials.

C. Each map bears proper classification markings and as these publications are received and handled only by security-cleared personnel they become no more a potential danger unbound than does a single page report.

D. A comparison of time and cost for the suggested procedure is as follows: (based on 1,100 copies of a single map)

<u>Operation</u>	<u>Time</u>
Machine Folding	1 hr.
Assembling	1 hr.
Inserting	1 hr.
Total	3 hrs.

E. Based on this time rate, it will take 2,902 man-hours under the suggested procedure to handle the 1,372,700 maps in the NIS series.

D. The cost of this operation based on rates determined as in 2c are \$2.40 per hour as a customer cost.

E. Using the suggested procedure, the cost of folding and handling the maps of the NIS series will be \$0,964.80

F. It is further suggested that the paper stock on which these maps are printed be changed from 100 per cent rag content Ledger stock 48 lb. Bond to an offset paper of good quality and durability. This change will effect a savings of approximately \$50,000 in the NIS series.

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4. It is proposed that if this matter can be agreed upon within CIA by this instrument, IGAPS will be asked to secure IAC agreement.

5. Savings

Cost of Current Procedure	\$111,072.00
Cost of Recommended Procedure	<u>6,965.80</u>
Savings by adopting recommended procedure	\$ 94,106.20
Savings by changing paper stock	<u>\$ 50,000.00</u>
Total savings	\$144,106.20

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